

**IDAHO COMMISSION FOR LIBRARIES
GATES STAYING CONNECTED TRAINING GRANTS**

Name of Applying Library: _____
Library Address: _____
Name/Position of Staff Member To Attend: _____
Daytime phone _____ E-mail: _____

Check appropriate training topic, the method of instruction and the date/s of the training:

Allowable Training Topics	Method of Instruction:
____ Technology and Networking	____ Online Course
____ Website Development	____ Local vendor offering course
____ Software Applications	____ Other
____ Teaching Computer Skills (train-the-trainer)	Specify: _____
____ Online Resources	

Location of Training: _____
Date/s of Training: Beginning Date _____ Ending Date: _____

Budget Summary:

Training Registration	_____
Required Training Materials	_____
Mileage at \$.445/mile	_____
<i>(For trainings with travel distance in excess of 100 miles round trip)</i>	
Lodging	_____
<i>(For trainings that exceed 1 day)</i>	
Total:	_____

SIGNATURE AND CERTIFICATION: We are aware of, and agree to comply with, the Civil Rights Certificate, with (GAAP) Generally Accepted Accounting Practices and the OMB (Federal Office of Management and Budget) Circulars A-87, A-102, A-110, and A-128.

_____ Library Director	_____ Date
_____ Board chairperson or Person authorized to obligate library funds	_____ Date

Idaho Commission for Libraries Use Only

Approved: _____ Date _____
Disapproved: _____ Date _____

APPLICATION QUESTIONS: (Attach a sheet with your answers.)

1. Briefly explain your need for the training you are requesting.
2. From your participation in this training, what benefit will your library realize?
3. What benefit will your library's patrons realize?

Gates Staying Connected Training Grant

Application Instructions

Submit the following:

- Completed application form with original signatures
- Response to the **Application Question** above
- A copy of the conference brochure or a copy of the training description, identifying sessions, dates, times, registration costs etc.
- Civil Rights Certification

Grant applications must be received by the State Library no later than 30 days prior to conference. Grants are made to the library of employment, not to the employee. These grant awards reimburse expenses incurred by the employee's attendance at the conference.

It is required that the person attending the conference will be paid their normal salary and benefits for time spent at the conference.

Examples of costs that may be reimbursed include:.

Training registration fee – Basic cost of registering for a specific training.

Required training materials – Materials such as manuals, books, and the like, identified by the trainer and/or training information and required in order to receive and succeed in a specific training.

Mileage – For library staff that must drive to training locations in excess of 100 miles round trip from the library of employment, mileage will be reimbursed at the State identified distance at \$.445 per mile.

Lodging – For trainings that exceed 1 full day, lodging costs will be reimbursed for library staff that must drive to training locations in excess of 100 miles round trip from the library of employment. Lodging costs must be reasonable.

Match - Libraries are expected to provide all other expenses not listed above as their match.

Reimbursement process:

Once the training has concluded, the applicant library must submit to the State Library the Request for Reimbursement and Gates Financial Report form included in the grant agreement packet. These forms must be accompanied by a **report from the participant responding to questions:**

- A. Did the training meet the need identified in your application?**
- B. What benefits did your library realize as a direct result of your participation in this training?**
- C. What benefit did your library's patrons realize?**

If you have any questions, please do not hesitate to contact Charles Bolles, Continuing Education Consultant at 800-458-3271 (toll-free long distance), (208) 334-2150, or charles.bolles@libraries.idaho.gov